

INSTRUCTIONS FOR PREPARING A PROGRESS REPORT



Progress Report Form

PROGRESS REPORT. This form must be used when reporting progress on a project.

THE FORM:

- Provide all requested information by the 10th of each month.
- Include the name and phone number of the person who can answer project questions.
- The contract number is the GLO contract number, not your internal number.
- Report the status of each task in your work plan (Attachment A of the contract.) Please do not combine tasks or add additional tasks.

Task 1. (Name of task title as identified in Attachment A)

Description of the status of the task: Please state whether the task has started, is completed, is in progress, or has not begun. This should be a brief summary for the reporting period and may stay the same until more of this task is completed. *For example, your contract was signed on May 1, 2003; construction is 50 % complete.*

List of the major accomplishments for the reporting period: Describe in detail progress made on the task during the reporting period. *For example, the engineer has developed preliminary plans for the placement of the nature trail and picnic area. Included in this report are 2 copies of the preliminary plans for your review and approval.*

Identification of any problems or obstacles encountered (e.g., delays), remedial action taken, and a revised schedule, if appropriate. This section should describe any delays you are experiencing with the project. If these delays result in you needing to amend the deliverable due dates, please include the changes in this section. If your project is delayed and is going to require an extension beyond the contract period, please explain in a separate letter to the CMP Grants Manager why you will need to extend the project. If the extension is approved, you will receive a contract amendment from our Legal Department.

If in the status section of this task you report no progress, please explain and clarify the reason here. *For example, work has been delayed due to an increase in the cost of supplies needed for the project. The City Council will vote on providing additional funds for the project at the next meeting on May 14, 1997. A revised timeline will be submitted with next month's progress report.*

Description of the plans for the next reporting period, including deliverables due and their delivery dates. This section should describe what would be in the next

reporting period's report or what you plan to accomplish. *For example, next month we will continue to monitor and repair the constructed dunes and will begin the construction of the second walkover.*

(Repeat for each task)

- Progress reports are required to contain a budget breakdown for each budget category. Follow the format provided in the progress report form.

Mail or fax the progress report to:

Melissa Porter,
CMP Grants Manager
General Land Office
P.O. Box 12873
Austin, TX 78711-2873
(512) 475-0680 (fax)

If needed, contact Melissa Porter at melissa.porter@GLO.state.tx.us or (512) 475-1393 for additional information.